

CHIEF OF LONG RANGE PLANNING AND REDEVELOPMENT

GRADE: 27

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Chief of Long Range Planning and Redevelopment performs difficult professional and administrative level work managing the activities of Long Range Planning and Redevelopment within the Department of Community Planning & Development Services. The work has a major impact on the City and requires thorough knowledge of urban planning and analysis, site design, landscape architecture, and research and analysis in order to deal with and resolve a variety of unusual and challenging planning and land use issues. The work requires considerable tact, and discretion in handling personal relationships, while soliciting cooperation, offering explanation to and soliciting consensus from various appointed and elected officials, community groups, interest groups, contractors, builders, vendors, citizens, etc., relative to the division's missions of proper planning and redevelopment for the City. The work requires limited physical demands. There is considerable mental effort, stress, and frustrations, with very tight time constraints, which can make the work difficult when attempting to gain cooperation and achieve end results. The incumbent works under broad managerial direction of the Department Director and is responsible for working within stated policies and goals.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Directs, administers and supervises the activities of the Long Range Planning and Redevelopment Divisions.
- Supervises and participates in the review and preparation of master plans, neighborhood plans, special projects and referrals from other agencies.
- Supervises the compilation, maintenance and enhancement of various data files relating to land use, demographics, economy, housing and other related topics.
- Analyzes trends from the various data files and prepares projections for use by the departments, organizations, the Planning Commission and the Mayor and Council.
- Analyzes proposals on the basis of City ordinances and in consideration of planning and design principles; prepares recommendations and presents same to the Planning Commission, Mayor and Council or outside agencies.
- Acts as the department's liaison with other departments in preparing other Citywide plans such as bikeways, transportation, green space, environmental programs, and other related projects.
- Conducts and participates in design projects involving the use of public land such as street, highway and parkland development.
- Meets with developers, consultants, architects, citizens and other community officials to coordinate plans with the City's master and zoning ordinance.
- Performs administrative duties relating to personnel and budget management.
- Supervises and conducts the preparation of maps and other graphics.
- Supervises the review of subdivisions, site plans, rezoning as to their compliance with the City's environmental regulations.
- Conducts or supervises long and short range studies relative to land use, public facilities, traffic patterns, transportation, planning, open spaces, ordinance changes, etc.
- Supervises and participates in conferences, meetings, dialogue and correspondence with local, regional, and state organizations involving local or area questions on land use planning, information gathering, problem definition, and other matters of interest to the City.
- Performs a variety of work related to the Town Center, greater Town Center and related projects.
- Monitors and directs Project Construction Managers.
- Monitors and keeps project development schedules on track.
- Develops multi-year budgeting and tracks costs.
- Works with the Director of Finance, Director of Public Works, City Manager, and financial advisors to follow the capital improvement plan, track bond costs, and keep project development schedules on track.
- Secures and coordinates organizational resources.
- Develops necessary communication, including agenda materials, periodic reports, and other documents for updates to staff, Mayor & Council, public.
- Coordinates the implementation and operation of parking districts.
- Advises and recommends options for parking district operations.
- Coordinates commercial management districts.

- Serves as liaison with the Chamber of Commerce, Rockville Economic Development, Inc., existing and incoming businesses, property owners, County, State agencies, community groups, neighbors and citizens, etc. for a variety of related issues.
- Coordinates implementation of condo documents and serves as City representative on condo boards.
- Tracks federal, state and county reimbursements.
- Coordinates with City departments developers and co-developers on special events.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a Bachelor's degree in Urban Planning or a closely related field and eight years of progressively responsible experience in planning of which three years must have been in a management/supervisory capacity utilizing team leadership skills. Master's degree may be substituted for two years of the non-management/supervisory experience. Must possess a driver's license valid in the State of Maryland. Proven performance in management and team leadership skills. Should be a member of the American Institute of Certified Planners (AICP).

Preferred Knowledge, Skills and Abilities:

- Thorough knowledge of the principles of acceptable Urban Planning and Design.
- Knowledge of local, state, and federal development goals and plans.
- Knowledge of real estate development practices including financing.
- Knowledge of architectural, engineering, landscape architectural, transportation engineering and environmental practices.
- Thorough knowledge of the principles of site design, zoning, master plan interpretation, and related site usage issues.
- Skills in negotiating and resolving conflicts relative to the work.
- Skill in management and team leadership.
- Skill in establishing and maintaining effective working relationships with consultants, property owners, residents, occupants, other City employees, Federal and County officials, and the general public, while under difficult and often contentious circumstances which require the exercise of considerable tact and discretion.
- Ability to present ideas clearly and concisely, orally and in writing to groups and individuals.
- Ability to provide information and explanations in a concise, accurate and clearly understandable way.
- Ability to build consensus among individuals and groups with often significantly divergent points of view.

- Ability to manage multiple functions and projects in a satisfactory manner.